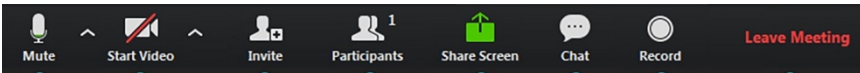




Tech Instructions for Attendees

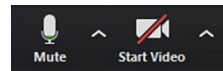
Join a meeting by clicking on the Zoom link provided by the meeting host. If this is your first Zoom meeting on your device, click download and run Zoom. The Zoom.exe file will download, and you will need to open the file. Please note this only needs to be done once for any device on which you use Zoom for the first time. **DO THIS WELL IN ADVANCE**

When you join a Zoom meeting hosted by another person, you are considered an Attendee, and you'll have access to a range of controls, which will vary based on the Host's settings. Hover over the bottom of your active Zoom meeting window for the control bar.



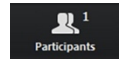
MUTE/UNMUTE AND START/STOP VIDEO

You can Mute/Unmute your microphone by clicking the microphone icon at the bottom left of control bar. If your device has a camera, you can turn it on/off by clicking the Start/Stop icon at the bottom left



PARTICIPANTS

If you click on Participants (bottom tool bar), you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.



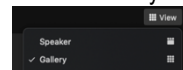
- Raise Hand - notifies host and shows a prompt to simulate hand raise
- Rename - hover over your name to change it as it is seen in the participants list & video window

Chat with individuals or everyone in the meeting. Click Chat to open up the chat window and chat with other participants or view chat messages. Select the drop down next to To: to change who you are chatting with.



CHOOSE VIDEO LAYOUT

At the upper right of your screen you can switch between Speaker View and Gallery View. You can also enter/exit full screen by clicking icon to right of Gallery/Speaker View.



LEAVE MEETING

You can leave the meeting at any time by clicking on Leave Meeting at the lower right corner of the Zoom tool bar.